

**NATIONAL INSTITUTES OF HEALTH**  
**Deputy Ethics Counselors/Ethics Coordinators**  
Minutes – September 14, 2004 – 1:00 pm – Natcher F1/F2

1. Unnumbered Supplemental Information to the HHS 520:  
NEAC members want to see this form completed fully, with appropriate responses, for all outside activity requests.
2. NIH Ethics Policies:  
The NIH Ethics Office will begin review of the two manual chapters for revision soon after the new regulations are finalized. The current chapters cover activities with outside organizations (2300-735-4) and financial disclosure (2300-735-1).
3. Weizmann Institute (re: Event on October 19, 2004)  
The Weizmann Institute has an honorary committee of which some NIH employees are a member. The Weizmann Institute does receive NIH grants, so if an employee is asked to be on a committee for the Weizmann Institute, you need to confirm that no grants are in the employee's portfolio.
4. Working Groups  
The group expressed thanks to Jeanellen Kallevang for initiating the idea for Working Groups. Outlines from each group have been distributed. DEC/ECs should send comments to the Working Group Chair.
5. Annual Ethics Training for 2004  
The Training Working Group suggested a plan to train all NIH employees in 2004, and Dr. Kington agreed. A PowerPoint presentation with notes, and handouts for employees, were drafted and distributed prior to the meeting. The PowerPoint presentation was given and slides discussed.

**ACTION:** NIH Ethics Office staff will revise the slides based on the input at the meeting and from additional input from OGC/ED.

Following approval by OGC/ED, final slides and handouts will be distributed, and presented again at the next DEC/EC meeting to assist attendees to be able to present it to their own staff.

Next Meeting: Tuesday, October 12, 2004  
12:00 noon to 1:00 pm      Repeat showing of the Training PowerPoint presentation (Train the Trainers)  
1:00 pm to 2:00 pm      Regular meeting  
Bldg 31, C-wing, Conference Room 6

**NOTE TIME AND ROOM CHANGE**